

Reprinting Point of Sale Receipts

Receipts print based on settings in Mercury Administration. However, you may need to reprint receipts in Point of Sale for a variety of reasons. You can reprint receipts for Point of Sale or Order Entry by performing a Ticket Search, highlighting the ticket, and clicking Output Invoice. You can only reprint receipts on a system that is configured for Point of Sale and has a receipt printer.

To reprint a Point of Sale receipt:

1. On the **FTD Mercury Main Menu**, in the **Search** area, click **Ticket**. The **Ticket Search** window opens.
2. Perform a **Ticket Search** to locate the ticket.
3. Click on or highlight the ticket you want to reprint and click **Output Invoice**. The **Output Options** window opens.
4. In the **Print Output** area, ensure the **Print Receipt** check box is selected, and the **Print Invoice** check box is cleared.
5. In the **Fax Output** area, ensure the **Fax** check box is cleared.
6. In the **Email Output** area, ensure the **Email** check box is cleared.
7. Click **Execute**.

FTD Mercury reprints the receipt on the receipt printer. Receipts reprinted for Point of Sale transactions have the original session ID and terminal ID printed on them, with the word REPRINT at the bottom of the receipt. The print date and time will be the system time the receipt was reprinted.



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You reprint receipts by locating the original ticket in Ticket Search and then clicking Output Invoice. You then select Print Receipt in the Output Options window.

In addition to the original date and time of the transaction, the reprinted receipt includes the print date and print time and the word REPRINT at the bottom of the receipt.

Doc's Blooms
3113 Woodcreek Drive
Downers Grove, IL
60515

Date: 01/13/2007
Time: 02:34:04 PM
Rob Smith

Order Number: 34

| Qty | Description | Price |
|-----|------------------------|----------|
| 1 | FTD Pick Me Up Bouquet | \$ 39.99 |

Sub Total: \$ 39.99
Sales Tax: \$ 2.90
Total Amount Due: \$ 42.89
Cash Tendered: \$ 50.00
Change Due: \$ 7.11

Print Date: 01/26/2007
Print Time: 11:59:12 AM

REPRINT

